

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 13, 2012 AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:30 p.m. by Mayor Robert Napoli.

2. ROLL CALL

Those present at roll call were Mayor Robert Napoli, Clerk Leroy Hansen, Trustees Dennis Baker (via teleconference), Terrence Kelly, Sue Berglund, and Umberto Davi.

ABSENT: Trustees Michael Mistele and Frank Trilla

Also present were Village Administrator Timothy Halik, Village Attorney William Hennessy, Chief Mark Shelton, Deputy Chief Paul Oggerino, Management Analyst Garrett Hummel, and Executive Secretary Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

President Napoli asked Trustee Kelly to lead everyone in saying the Pledge of Allegiance.

4. VISITOR'S BUSINESS

None presented.

5. MOTION - THE CORPORATE AUTHORITY'S ADVICE AND CONSENT TO THE MAYOR'S APPOINTMENT OF CYNTHIA A. STUHL TO FILL THE POSITION OF DEPUTY CLERK

MOTION: Made by Trustee Davi and seconded by Trustee Kelly to approve the Mayor's Appointment of Cynthia A. Stuchl to fill the position of Deputy Clerk.

ROLL CALL VOTE: AYES: Trustees Baker, Berglund, Davi, and Kelly.
NAYS: None. ABSENT: Trustees Mistele and Trilla.

MOTION DECLARED CARRIED

Clerk Hansen swore Cynthia A. Stuchl in as Deputy Clerk for the Village of Willowbrook.

6. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - January 23, 2012 (APPROVE)
- c. Minutes - Executive Session Meeting - January 9, 2012 (APPROVE)
- d. Warrants - \$152,585.10 (APPROVE)
- e. Monthly Financial Report - January 31, 2012 (APPROVE)
- f. Motion to Approve - Raffle Application - Advocate Charitable Foundation (APPROVE)
- g. Resolution - A Resolution Authorizing the Mayor, Village Clerk, and Chief of Police to Execute an Agreement with the Northern Illinois Police alarm System - No. 12-R-05 (ADOPT)

Mayor Napoli asked the Board if there was any item to be removed from the Omnibus Vote Agenda.

MOTION: Made by Trustee Baker and seconded by Trustee Davi to approve the Omnibus Vote Agenda as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Berglund, Davi, and Kelly. NAYS: None. ABSENT: Trustees Mistele and Trilla.

MOTION DECLARED CARRIED

NEW BUSINESS

7. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO CONTRACT THE SERVICES OF THE DOUG STIEG PAINTING CO.

Chief Shelton advised the Board that it has been over 20 years since the police department has had any painting and/or updating done. The Doug Stieg Painting Co. is highly recommended. The funds to pay for the updating are coming from the DEA Seizure money and will not have an impact on the Village budget.

MOTION: Made by Trustee Berglund and seconded by Trustee Baker to adopt Resolution No. 12-R-06 as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Berglund, Davi, and Kelly. NAYS: None. ABSENT: Trustees Mistele and Trilla.

MOTION DECLARED CARRIED

8. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE PURCHASE OF NEW FLOORING FROM BROADLEAF, INC.

Chief Shelton stated that this is in conjunction with the painting project. Tiles throughout the police department have deteriorated and cracked. An epoxy flooring will be placed and should last over 20 years. Broadleaf, Inc. also came highly recommended. Chief Shelton stated that this project will also be paid for by DEA Seizure money and will not have an impact on the Village budget.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adopt Resolution No. 12-R-07 as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Berglund, Davi, and Kelly. NAYS: None. ABSENT: Trustees Mistele and Trilla.

MOTION DECLARED CARRIED

9. RESOLUTION - A RESOLUTION ADOPTING AN AMENDED VILLAGE OF WILLOWBROOK PERSONNEL MANUAL

Administrator Halik advised that the Village Board had accepted a proposal in January of 2011 from Sikich to update the Village's Employee Personnel Manual. The current manual had an adoption date of May 1, 2009. A review by Sikich revealed that it was not up-to-date with current employment laws and was lacking in areas relating to personnel practices and policies.

Administrator Halik advised that there are three sections within Appendix "S" that still require revision. These include the employee pay plan, employee job descriptions, and performance evaluation documents.

Staff's recommendation is that since the manual is now up-to-date on employment laws and other HR practices, the manual should be adopted now with an effective date of March 1, 2012. The remaining sections will then be brought before the Board for consideration and adoption as supplements at a later date.

There are also two other sections within the Manual, including employee code of conduct, ethics and confidentiality that should be revisited. These two sections can also be reviewed and included as supplements at a later date.

Mayor Napoli stated that the manual was placed on today's agenda, even though it is not complete, because he would like to have this updated manual in effect. Mayor Napoli indicated that the ethics portion of the manual should be completed by the next meeting.

Trustee Davi questioned how the 2009 manual was completed. Administrator Halik stated that it had been completed in-house primarily by Department Heads, with a review afterwards by the Village Attorney at that time.

MOTION: Made by Trustee Baker and seconded by Trustee Berglund to adopt Resolution No. 12-R-08 as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Berglund, Davi, and Kelly. NAYS: None. ABSENT: Trustees Mistele and Trilla.

MOTION DECLARED CARRIED

10. ORDINANCE - AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2011 TO PAY THE PRINCIPAL AND INTEREST ON THE \$2,050,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2008 OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

Administrator Halik advised the Board that in July of 2008, the Village issued \$2,050,000 in general obligation bonds to fund the construction of the new Public Works facility and complete the extension of 75th Street. With the passage of the Bond Ordinance in 2008, every year the DuPage County Clerk automatically prepares a property tax levy extension for the payment of the bond debt service unless a tax abatement ordinance is filed with the Clerk's Office. The principal and interest payments in the amount of \$158,743.76 for the Year 2011 are paid 68% from the Village's general fund and 32% from the water fund. The Village will need to pass an ordinance each year until the bond is paid off in full in 2027.

MOTION: Made by Trustee Kelly and seconded by Trustee Berglund to adopt Resolution No. 12-O-03 as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Berglund, Davi, and Kelly. NAYS: None. ABSENT: Trustees Mistele and Trilla.

MOTION DECLARED CARRIED

11. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK - TITLE 1, SECTION 1-4-1 - GENERAL PENALTY

Chief Shelton stated that the Village Prosecutor, Linda Pieczynski, had informed the department that the Supreme Court had adopted a new rule in December that amended some of the penalties for ordinance violations. This change allows an attorney representing the complainant the ability to sign an ordinance violation, in addition to the patrol officer or code enforcement officer. The change also allows for the court to impose conditional discharge or court supervision in addition to restitution.

Trustee Baker questioned if this type of charge was referred to as the "short form complaint" as in a traffic ticket. Chief Shelton stated that this does not include traffic violations. This is for any ordinance violations.

MOTION: Made by Trustee Baker and seconded by Trustee Davi to adopt Resolution No. 12-O-04 as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Berglund, Davi, and Kelly. NAYS: None. ABSENT: Trustees Mistele and Trilla.

MOTION DECLARED CARRIED

PRIOR BUSINESS

12. COMMITTEE REPORTS

Trustee Baker had no report.

Trustee Kelly had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

13. ATTORNEY'S REPORT

Attorney Hennessy had no report.

14. CLERK'S REPORT

Clerk Hansen had no report.

15. ADMINISTRATOR'S REPORT

Administrator Halik advised the Board that on today's date, an application was received by the Kerry Piper for their 13th Annual St. Patrick's Day event which will occur March 16 - 18, 2012. Village Staff will begin the review process with the various agencies to approve the event.

16. MAYOR'S REPORT

Mayor Napoli stated that DuPage County began a Veteran's Foundation and received a letter that on May 5, 2012 there will be a fundraiser at the DuPage County Airport and would like the Village to make a donation of \$500.00 for a table for veterans.

Mayor Napoli would like a consensus from the Board to sponsor a table for the \$500.00 and invite Willowbrook veterans.

The Board's consensus was to sponsor a table at the fundraiser.

17. EXECUTIVE SESSION

- a. REVIEW 2012 MINUTES - Pursuant to 5ILCS 120/2(c)(21) Regarding the Minutes of Executive Session Meetings That Were Lawfully Closed Under the Open Meetings Act
- b. DISCUSSION - Pursuant to 5ILCS 120/2(c)(21) Regarding the Destruction of Audio or Video Recordings of closed Meetings Under the Open Meetings Act for the Purpose of a Semi-Annual Review of Said Recordings as Mandated by 5ILCS 120/2.06(3)(c)(1)
- c. DISCUSSION - Pursuant to 5ILCS 120/2(c)(21) Regarding Previously Approved Minutes of Meetings That Were Lawfully Closed Under the Open Meetings Act for the Purpose of a Semi-Annual Review of Said Minutes as

Mandated by 5ILCS 120/2.06(d), for Purposes of
Possible Release

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Trustee Baker and seconded by Trustee Davi to recess into Executive Session at the hour of 6:45 p.m.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Berglund, Davi, and Kelly. NAYS: None. ABSENT: Trustees Mistele and Trilla.

MOTION DECLARED CARRIED

The Board reconvened the Regular Meeting at the hour of 6:57 p.m.

18. RESOLUTION - A RESOLUTION AUTHORIZING THE DESTRUCTION OF AUDIO OR VIDEO RECORDINGS OF CLOSED MEETINGS

MOTION: Made by Trustee Baker and seconded by Trustee Kelly to adopt Resolution No. 12-R-09 as presented.

ROLL CALL VOTE: AYES: Trustees Baker, Berglund, Davi, and Kelly. NAYS: None. ABSENT: Trustees Mistele and Trilla.

MOTION DECLARED CARRIED

19. RESOLUTION - A RESOLUTION MAKING A DETERMINATION RELATIVE TO THE RELEASE OF EXECUTIVE SESSION MINUTES PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT

MOTION: Made by Trustee Baker and seconded by Trustee Kelly to adopt Resolution No. 12-R-10 as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Berglund, Davi, and Kelly. NAYS: None. ABSENT: Trustees Mistele and Trilla.

MOTION DECLARED CARRIED

18. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Baker, to adjourn the Regular Meeting at the hour of 7:01 p.m.

ROLL CALL VOTE: AYES: Trustees Baker, Berglund, Davi, and Kelly.
NAYS: None. ABSENT: Trustees Mistele and Trilla.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

February 27 , 2012.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.